

SELF SERVICE CENTER

INSTRUCTIONS FOR COMPLETING A REQUEST FOR AN ORDER OF PATERNITY

COMPLETE THIS FORM TO REQUEST AN ORDER OF PATERNITY IF:

- You are the natural parents of a child(ren) born out of wedlock, i.e., the mother was not married at the time of the birth nor at any time throughout the ten months immediately preceding the birth; and,
- You want a court order establishing paternity for the child(ren).

TO COMPLETE THIS FORM AND FILE THE REQUEST YOU WILL NEED:

- The complete name and social security number for each parent, and the date and place of birth of the father. You might need other documents as described in Item 8 below.

FAMILY COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: If you are filing your documents in Phoenix, check the Downtown Phoenix box. If you are filing your documents in Mesa, check the Mesa box. If you are filing your documents in Surprise, check the Surprise box.

PETITION:

FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING **BLACK INK**.

- (1) Fill in the name, address, and phone number of the person filing the form.
- (2) Fill in the name of the county in which this request is being filed. (This may already be printed on the form.)
- (3) Fill in the name of each of the children for whom you wish to have an order of paternity entered. List the Mother's or father's name on the line for Petitioner and the father name of the line for Respondent.
- (4) Leave this item blank. The Court will provide this number.
- (5) Mark the one box that applies to your request.
 - **Birth Certificate** -- Mark this box if both parents have signed the birth certificate for the child(ren) and you have the certified birth certificate(s) to file with this request.
 - **Affidavit of Acknowledgment** -- Mark this box if both parents are signing this Request to acknowledge paternity of the child(ren).
 - **Genetic Testing** -- Mark this box if both parents agree to be bound by the results of genetic testing, and you have a copy of the test results showing that the individual named as the father has not been excluded as the natural father.
- (6) Fill in the name and social security number of the natural mother of the child(ren).
- (7) List the full name, date of birth, state where born, and social security number (SSN) for each child for whom paternity is to be established. Social security numbers are not required for the child(ren), but, if you have them, will help the Court take proper action on your case.
- (8) Mark the one box that corresponds to the box you marked in Item 5.
 - **Birth Certificate** -- Print the name of the natural father on line "a." Attach a certified copy of the birth certificate for each child named in Item 7. Both parents must sign each certificate.
 - **Affidavit of Acknowledgement** -- Print the name of the natural father on line "b." Both parents must have their signatures on this request notarized.
 - **Genetic Testing** -- Print the name of the natural father on line "c." Both parents must agree to be bound by the results of genetic testing AND you must attach the genetic test report stating that the named father has not been excluded as the natural father.
- (9) Fill in the name, social security number, date of birth, and place of birth of natural father.
- (10) The natural mother must sign on this line in front of a notary public or Clerk of Court to affirm that the information on the form is true and correct to the best of her knowledge.

WHEN YOU HAVE COMPLETED THIS FORM:

- Complete an **"Order of Paternity"** form.
- Take both forms and any necessary attachments (depending on the box you checked in Item 8) to the Office of the Clerk of the Superior Court.
- There will be a filing fee. If you cannot pay the fee, it can be waived or deferred. The Clerk has the forms to ask for a waiver or deferral.